



Getting Started in STASS Web

or

“Okay, I got in . . . Now what?”



Objectives

Upon completion of this lesson, you'll be able to:

1. State the basic areas of **STASS**.
2. Discuss the main types of information found in each area of **STASS**.
3. Perform a simple **STASS** query.

Getting Started


You should have already completed the following simple steps:

1. Installed the software needed to use STASS Web, either from the internet or a CD.
2. Requested and obtained a User ID and Password from STASS Management. Training is required before a Password and User ID is issued.

If you have not completed either of the above steps or require assistance, please contact STASS Management:

For Step 1, DSN: 922-1001 ext. 1203 or Comm (850) 452-1001 ext. 1203 For Step 2, DSN: 922-1001 ext. 1207/1315 or Comm (850) 452-1001 ext.

1207/1315



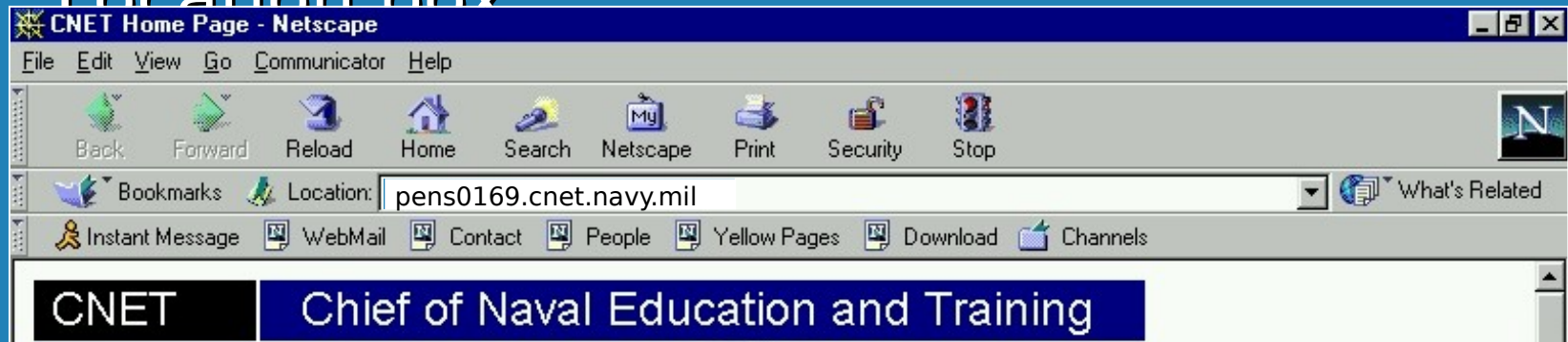
***Okay, you're
ready...***

Let's Go!!!

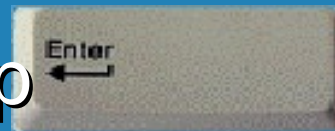
Exit



First,
Open your Netscape Internet
Browser,
Then,
type “pens0169.cnet.navy.mil” in the
Location box



And tap



on your



STASS Online

Standard Training Activity Support System

24th March 2000, 03:01pm

[Home](#)[Downloads](#)[Documentation](#)[Events](#)[Admin](#)[Support](#)[Privacy &
Security
Notice](#)

Click Here

[First Time?](#)

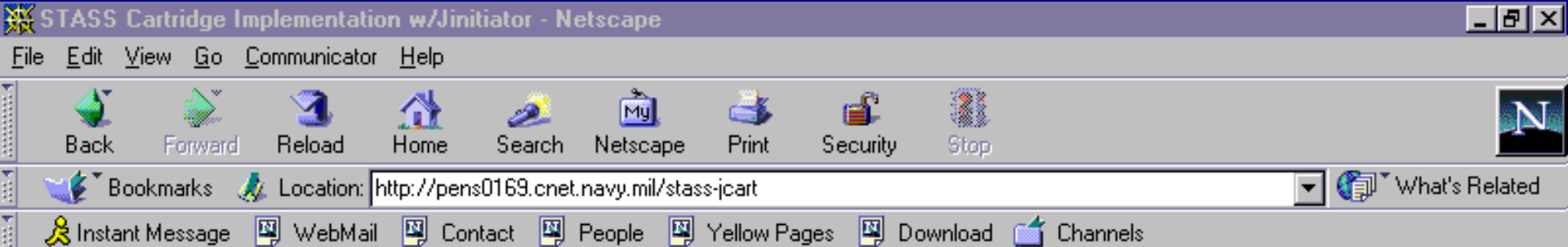
Check this out if you are a first time user

[STASS Menu](#)

If you are an instructor/administrator at a school house needing to perform STASS daily functions you need to access the STASS Menu

Download the NEW STASS HELP files updated 10-06-99

You are visitor number: **15556**
Copyright NETPDTC 1998



STASS Online

Standard Training Activity Support System

Please wait while the Forms Client class files download and run.
This may take a while if you are dialing in with a slow connection...

Logon

Username:

Password:

Database:

**Click
"Connect"**

Type in your User ID, Password, and Database information (provided by STASS Management). Use the tab key to advance to the next field. Pressing enter will cause an error message to display and you'll have to start over.

Standard Training Activity Support System

Voila!



You're in STASS Web!

WHATS NEW

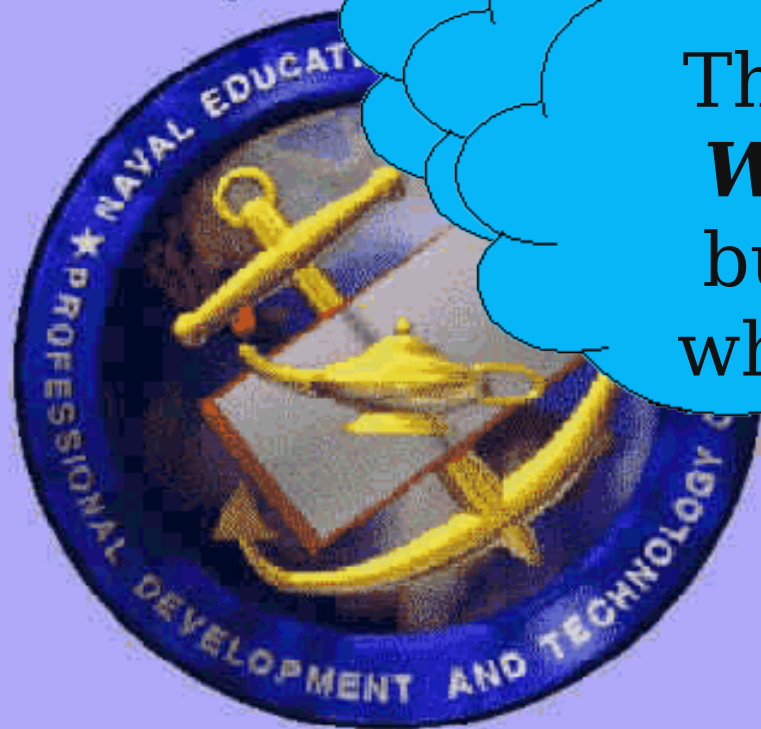
Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Exit



Standard Training Academy



Then click the
What's New
button to see
what has been
added.

WHATS NEW

Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Exit





Find %

Date Modified	Form Name	Whats New
2000-03-06 083402	PRS0410R	CORRECTED REPORT TO PULL DATA ASSOCIATED WITH A RMAT
2000-03-06 083402	PRS0570R	CC TRACKING RPT ADDED UIC OPTIONS TO SELECT FROM
2000-03-06 083109	PERS0981	PO LABELS ADDED WORKCENTER AND LOV TO LAST NAME
2000-02-07 104046	PERS0025	person maint. gen data - cleared out next uic field when primary uic is updated to the sma
2000-02-07 104046	PRS0510R	PROSPECTIVE GAINS REPORT ADDED " RDC'S"
2000-01-24 151952	ALL	The New PEM Help Files have been released.
2000-01-21 103329	ALL	Users must reboot their PCs regularly to pick up any transparent setup changes!
1999-12-21 095019	ALL	New Web Site! Find-A-Fact now available @ http://wwwnt.cnet.navy.mil/stu_html/findafact.l
1999-12-20 140200	PRS2700R	PRS2700R - NEW LEAVE REPORT... pers release provides processing details
1999-11-30 082733	CSM0060	ISS answer sheet will no longer be an option on this form after 30 Sept. 1999. The Red :
1999-11-09 090207	PRS2740R	NEW CHOP CHAIN SUMMARY REPORT TO SUPPORT THE INSTR EVAL CHOP CHAIN F
1999-11-03 091803	CSM0095	New form that is designed to Mass Delete Grades. A check box is used to determine wh
1999-11-01 082950	CSM0380R	LOV now displays classes with a convene date in descending order. Classes that have i
1999-10-29 093636	CSM0320R	Statement has been added to the top portion of the report to print dates student is assign
1999-10-28 124334	CSM0360R	New Administrative Report--Course Average. This report is used to determine students v
1999-10-28 124212	CSM0210	NonSTASS answer key program will only allow responses A-J.
1999-10-28 124135	CSM0060	ISS answer sheet is now obsolete. STASS will no longer accept this answer sheet.

Find

OK

Cancel

1.Please reboot your PC regularly. 2.STASS Client/Server does not run properly
under WIN98. Please do not upgrade. 3.Check out WHATS NEW.

Choices in list: 146

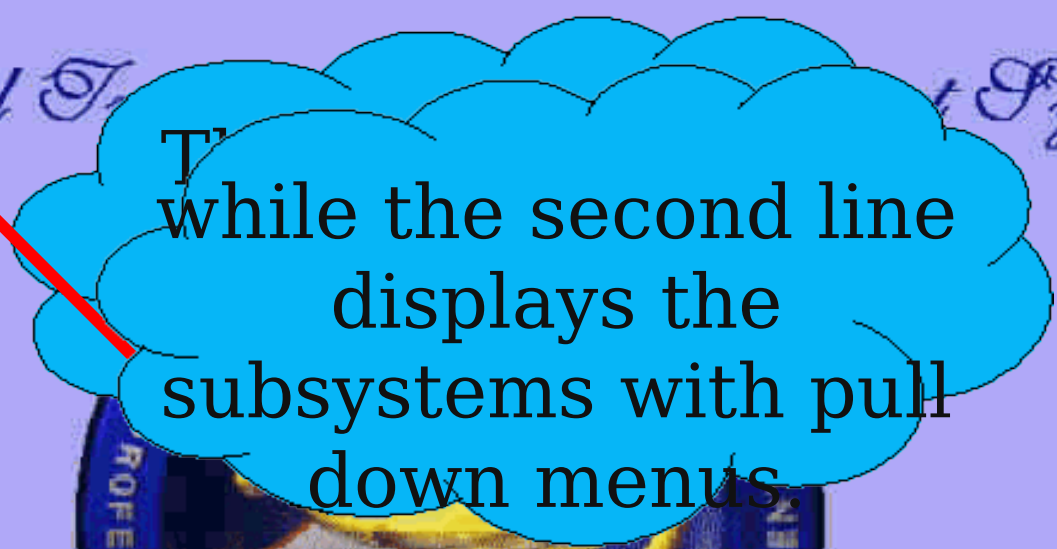
Record: 1/1

Exit





Standard T... System



While the second line displays the subsystems with pull down menus.



WHATS NEW

Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Several functions of
CERS, PERS, STM, and
Utility are available on
the web.

[WHATS NEW](#)[Exit](#)

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

[Exit](#)

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0110 - 1

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty Used	Standbys Qty Used	Sitins Qty Used	Fairs fare per UIC
	?						?							
CDP Work Ctr											Quantitywith Reserved Quota			

Quota Makeup for Class

Work Used Stndbv

[illegible]

ENROLL

Enter SSN	Enroll from Class to Class	1	:	1	:	1	:	1
-----------	----------------------------	---	---	---	---	---	---	---

STASS, you need to be familiar with the control buttons on the bottom of

Name _____

POC for highlighted student Group Changes

Group Changes

EQ	XQ	Cancel	Edit	Commit	Info	Menu	Exit	Queue
----	----	--------	------	--------	------	------	------	-------

Exit



FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Qty	Sitins Qty	Fairsfare per UIC
											Used	Used	Used	
	?						?							
CDP Work Ctr											Quantity with Reserved Quota			

Work Used Stndby

	work	used	empty
▲			
▼			

Student Load/Qtys

Enter SS

Click “EQ” to clear the form or the current data field and place STASS in the “Enter Query” mode. Then place the cursor in the field you wish to query on and enter the selection criteria.

LINK

place the cursor in the field you wish to query on and enter the

Email address

Group Changes

POC for highlighted student _____

Queue

Queue



Exit

05-APR-2000

Quota Makeup for Class

ENROLLUpdate Student Diaries

Click “XQ” to run your query.

Group Changes

Queue

Exit ◀ ▶ 🏠

STM0110 - 1

Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Qty	Sitins Qty	Fairs/kare per UIC
	?						?							
CDP Work Ctr														
											Quantity with Reserved Quota			

Quota Makeup for Class

Work Used Stndby

ENROLL

Enter a Class

Transition Zero Class

Student Load/Qtys

Enter SSN

Class

Update Student Diaries

Before executing a query, "Cancel" clears the current block and takes you out of the Query mode.

Description	Work Center	Quota Filled	LINK?
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Name	Phone	E-mail address
POC for highlighted student		

Group Changes

EQ XQ Cancel

Edit

Commit

Info

Menu

Exit

Queue

Exit



STM0110 - 1

Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Qty	Sitins Qty	Falsrate per UIC
											Used	Used	Used	
	?						?							
CDP Work Ctr											Quantity with Reserved Quota			

Quota Makeup for Class

In "View Only" mode.

Transition Zero Class

Student Load/Qtys

Update Student Diaries

SS displays all data from the field in which the cursor is positioned.

Name

Phone

E-mail address

POC for highlighted student

Group Changes

EQ	XQ	Cancel
----	----	--------

Edit

Commit

Info Menu

Exit

Queue

Exit





Action Edit Block Field Record Query Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0110 - 1

Group Reservations

05-APR-2000

CDP	School owns	CIN	Short Title	FY	Seq	Sect	Cncl/Grad	Plan Cnv Dt	Plan Grad Dt	Actual Cnv Dt	Enrollment Qty	Standbys Qty	Sitins Qty	Fairs fare per UIC
	?						?							
CDP Work Ctr														
											Quantity with Reserved Quota			

--	--

Quota Makeup for Class

	Work	Used	Stndby

ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qtys

Graduate a Class

Update Student Diaries

SSN	Delete	Name	Work Center	Quota Filled	LINK?
					<input checked="" type="checkbox"/>

Name

E-mail address

POC for highlighted student

Group Changes

EQ XQ Cancel

Edit

Commit

Info Menu

Exit

Queue

Exit



05-APR-2000

Exit ◀ ▶ 🏠

VP 30 - WEB STASS

Action Edit Block Field Record Query Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0110 - 1

Group Reservations

05-APR-2000

CDP

School owns

CIN

Short Title

FY

Seq

Sect

Cncl/Grad

Plan Cnv Dt

Plan Grad Dt

Actual Cnv Dt

Enrollment Qty

Standbys Qty

Sitins Qty

Fairs fare per UIC

?

CDP Work Ctr

Quantity with Reserved Quota

Quota Makeup for Class

Work

Used

Stndby

ENROLL

Enter SSN

Enroll from Class to Class

Query Group

Muster a Class

Transition Zero Class

Student Load/Qty's

Graduate a Class

Update Student Diaries

SSN

Delete

Name

Type

Primary

Seat

UIC

Gndr

Service

Category

Term of

LINK?

POC for highlighted student

Name

Phone

E-mail

Group Changes

EQ

XQ

Cancel

Edit

Commit

Info

Menu

Exit

Queue

Exit

"Menu" returns user to the Main Menu.

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

05-APR-2000

Work	Used	Stndby
------	------	--------

ENROLLUpdate Student Diaries

“Exit” or “OK” takes user to previous menu or form.

Group Changes

Queue

Exit ◀ ▶ 🏠

VP 30 - WEB STASS

ActionEditBlockFieldRecordQueryHelp

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0110 - 1

ations

05-APR-2000

CDPSchool ownsCIN

Plan Grad DtActual Cnv Dt

Enrollment Standbys Sitins Fairshare

Qty Used Qty Used Qty Used per UIC

CDP Work Ctr

Quantity with Reserved Quota

Quota Makeup for Class

Work Used Stndby

ENROLL

Enter SSNEnroll from Class to ClassQuery Group

Muster a ClassTransition Zero ClassStudent Load/Qty

Graduate a ClassUpdate Student Diaries

SSN	Delete	Name	Type	Primary	Seat	UIC	Gndr	Service	Term of	Enlist	Rate	PG	Category /Description	Work Center	Quota Filled	LINK?
	<input type="checkbox"/>															<input checked="" type="checkbox"/>
	<input type="checkbox"/>															<input type="checkbox"/>
	<input type="checkbox"/>															<input type="checkbox"/>
	<input type="checkbox"/>															<input type="checkbox"/>

POC for highlighted student

Name

Phone

E-mail address

Group Changes

EQXQCancel

Edit

Commit

InfoMenu

Exit

Queue

Exit<>🏠

Help is currently being developed for the STASS Web.

Standard Training A

Start by clicking on one of the menu bar topics. Let's use "STM."

Now, let's look at creating a printed Report.



WHATS NEW

Exit

1. Please reboot your PC regularly. 2. STASS Client/Server does not run properly under WIN98. Please do not upgrade. 3. Check out WHATS NEW.

Exit





Move your mouse pointer to "Reservations,"

and click on "Class Roster."

UTL4310 - 1

Report Submission and Parameter Entry

04-APR-2000

Name: STM0910R

Report Title:

Required	Max Selections	P			
<input checked="" type="checkbox"/>	6				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	6				
<input type="checkbox"/>	1				
<input type="checkbox"/>	1				
<input type="checkbox"/>	1				
<input type="checkbox"/>	1				
<input type="checkbox"/>	1				
<input type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				
<input checked="" type="checkbox"/>	1				

FIELD TO USE		?	
PRINT ABBREVIATED REPORT	Y	?	YES, ABBREVIATED REPORT
PRINT ACTIVITY OR CATEGORY		?	ABBR REPORT ONLY - SHOW CATEGORY
INCLUDE SSN ON THIS REPORT?	YES	?	YES, INCLUDE SSN ON REPORT
INCLUDE POC ON THIS REPORT?	NO	?	NO, DO NOT INCLUDE POC ON REPORT
INCLUDE GRADUATED CLASSES?	NO	?	NO, DO NOT INCLUDE GRAD CLASSES
INCLUDE CANCELLED CLASSES?	NO	?	NO, DO NOT INCLUDE CNCLD CLSSES
DISPLAY ENROLLMENTS ONLY?	NO	?	DISPLAY ALL ROWS FOR CLASS
SORT ORDER	1	?	CDP, CLASS

A report parameter form, similar to this one, will display, allowing you to request exactly what you need.

UTL4310 - 1

Report Submission and Parameter Entry

04-APR-2000

Name: STM0910R

Report Title:

Required	Max	Param			
<input checked="" type="checkbox"/>	6	CDP			
<input checked="" type="checkbox"/>	1	CLASS			
<input checked="" type="checkbox"/>	6	DEPART			
<input type="checkbox"/>	1	BEGINNING DATE			
<input type="checkbox"/>	1	ENDING DATE RANGE			
<input type="checkbox"/>	1	FIELD TO USE FOR DATE RANGE			
<input type="checkbox"/>	1	PRINT ABBREVIATED REPORT	Y		YES, ABBREVIATED REPORT
<input type="checkbox"/>	1	PRINT ACTIVITY OR CATEGORY	CATEGORY		ABBR REPORT ONLY - SHOW CATEGORY
<input checked="" type="checkbox"/>	1	INCLUDE SSN ON THIS REPORT?	YES		YES, INCLUDE SSN ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE POC ON THIS REPORT?	NO		NO, DO NOT INCLUDE POC ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE GRADUATED CLASSES?	NO		NO, DO NOT INCLUDE GRAD CLASSES
<input checked="" type="checkbox"/>	1	INCLUDE CANCELLED CLASSES?	NO		NO, DO NOT INCLUDE CNCLD CLSSES
<input checked="" type="checkbox"/>	1	DISPLAY ENROLLMENTS ONLY?	NO		DISPLAY ALL ROWS FOR CLASS
<input checked="" type="checkbox"/>	1	SORT ORDER	1		CDP, CLASS

EQ

XQ

Cancel

Edit

Dup

Ins

Del

Clr

Submit

Info

Menu

Exit

Queue

Points To Remember

- ☼ Don't run a 'blind query.' This simply means, don't press the F8 function key or the 'XQ' button without entering some sort of criteria by which to filter the database. If a 'blind query' is run, it could take a LONG time to return the results.
- ▮ If you have questions, refer to STASS Help or call your STASS POC.
- ▮ The gray bar across the bottom of the screen displays the form's status (i.e., execute query-working, query mode-enter query)

Helpful Hints

□ If you're a "shortcut key" user, try these:

F7 - same as EQ

F8 - same as XQ



F9 - same as List of Values

F10 - same as Commit

% - Wildcard for Query

Summary

1. Presently, some functions of CERS, PERS, STM, and Utility are available to Web users.
2. Execute a query by entering data into a desired field and clicking the “XQ” button.
3. The Reports section for each subsystem is for defining and accessing printed reports.

*Now that you've seen how easy
it is...*

Get Started!

If you run into any difficulties or need help navigating through the system, please contact us at one of the following numbers:

Setup and Connection Assistance:

Comm (850) 452-1001 ext 1203

DSN 922-1001 ext. 1203

Training and Access:

Comm (850) 452-1001 ext. 1315, 1207,

1154, 1017 DSN 922-1001 ext. 1315, 1207, 1154, 1017